

[? Help](#)

Job details

Job 1 of 1

[Apply to job](#)[Send to friend](#)[Save to cart](#)[View similar jobs](#)**Bulletin Number** 11001BR**Type of Recruitment** Transfer Opportunity**Department** Mental Health**Position Title** SENIOR ACCOUNTING SYSTEMS TECHNICIAN**Filing Type** Standard**Filing End Date** 01/21/2014**Filing End Time** 5:00 pm PST**General Information** **DO NOT APPLY ONLINE**

Interested candidates should submit a cover letter, with employee number, resume detailing relevant experience and education, copies of their last two (2) performance evaluations and their master time sheets for the last two (2) years by **January 21, 2014** to:

Francisco J. Martinez
Financial Services Bureau
550 S. Vermont Ave., 11th Floor, Los Angeles, CA 90020
Email directly to: fmartinez@dmh.lacounty.gov
Phone: 213-351-7295

Requirements Interested individuals must currently hold the payroll title of **Senior Accounting Systems Technician**.**Desirable Qualifications**

- Experience with contract administration and monitoring, and budget preparation.
- Experience researching Federal, State and local laws and regulations.
- Excellent analytical, oral, and written skills.
- Strong organizational skills, flexibility and the ability to prioritize multiple tasks.
- Proficiency with Microsoft Word, Excel, Access and Visio.
- Bachelor's degree with specialization in Accounting.

Duties

- Supervises a section composed of professional accounting and staff capacity that are engaged in operating a moderate or large scale accounting system.
- Performs a variety of the difficult systems, or cost accounting, budgetary assignments including compiling the County's preliminary budget or final budget for various programs.
- Supervises and develops annual financial performance analysis for the expenditure of funds by programs, monitors performance against the program budget and prepares summaries of financial activities to keep units informed of financial condition.
- Supervises the study, evaluation, development and implementation of accounting control and reporting systems to be incorporated in

electronic data processing systems.

- Recommends and coordinates the implementation of policy and procedure relating to accounting control, fiscal record keeping methods, and audit trails; monitors the activities of organizations responsible for implementing these policies and procedures to ensure compliance.
- Meets and communicates with program analysts to resolve issues and/or concerns.
- Discusses accounting systems studies and findings with departmental personnel.
- Develops financial controls to be incorporated in the administration of welfare programs.
- Performs other miscellaneous duties related to accounting, budgeting, financial reporting, and accounting information systems as required.

Vacancy Information

The Department of Mental Health, Budget & Financial Reporting Division is seeking a highly qualified, skillful and creative individual with a broad range of experience in the operation of a moderate to large scale complex division of the Financial Services Bureau through senior financial supervisors functioning at a responsible level, and in the work of a group of various related financial activities, and having major substantive financial or budgetary responsibility in a service department or institution having an annual budget of over \$100,000,000.

Senior Accounting Systems Technician is responsible for complex financial, budgetary, statistical, procedural, legislative organizational, and other management analyzes in the Department of Mental Health as part of the Budget & Financial Reporting Division in the Financial Services Bureau.

A 9/80 work schedule is available for this position.

Available Shift

Day

Contact Name

Francisco J. Martinez

Contact Phone

213-351-7295

Contact Email

fmartinez@dmh.lacounty.gov

Job Field

Finance and Accounting

Job Type

Professional

[Apply to job](#)[Send to friend](#)[Save to cart](#)[View similar jobs](#)